

MTAP Program Coordinator Vacancy Announcement



*Montana
Targeted
Prevention*

Title: Montana Targeted Prevention (MTAP) Program Coordinator

Status: Full-time position hired by the MTAP Coalition, housed within/supervised by the Executive Director of Missoula AIDS Council, with other support provided by the MTAP Coalition.

Salary: DOE

Benefits: After 6-month probationary period, access to employee flex plan; after 1 year, option to contribute 3% to an IRA. Optional health benefits available through the Montana Nonprofit Association.

Funding: Program Announcement 04064 from the Centers for Disease Control and Prevention. Position contingent on annual funding approval from CDC.

MTAP is a statewide outreach and rapid HIV testing program that utilizes the expertise of outreach workers in Montana communities who work specifically with individuals that are identified as at highest risk for HIV infection. There are 14 outreach workers located across Montana, in Kalispell, Browning, Great Falls, Fort Peck, Billings, Bozeman, Butte, and Missoula. Outreach workers make contact with and provide services to: men who have sex with men (MSM), injecting drug users (IDU), and men who have sex with men who also inject drugs (MSM/IDU). MTAP is the only statewide directly-funded CDC program focused on rapid HIV testing and prevention of HIV infection in the United States.

Responsibilities:

Program Coordination and Communication:

- Oversight of the MTAP program, ensuring that all partners and employees are carrying out their roles and duties to support the program
- Coordinates all program communication, ensuring that Coalition members and Outreach Workers are informed about all aspects of the program as necessary
- Supports ORW supervisors in cooperation with the local CBO/Tribal staff
- Collaborates with MTAP Coalition, Fiscal Manager and MAC Executive Director on development of MTAP's annual and subcontractor budgets
- Develops renewal grant application for program at the end of current funding cycle (Spring 2009)

Reporting and Communication with CDC:

- Coordinates all reporting to the Centers for Disease Control and Prevention (CDC), including writing and submitting the Annual Progress Report and Interim Progress Report (the annual grant reapplication)
- Attends all required CDC meetings and trainings
- Ensures compliance with CDC funding guidelines

Program Evaluation:

- Collaborates with the MTAP Coalition to oversee development, implementation and evaluation of MTAP
- Provides local support and oversight of the program evaluator
- Monitors input of contact logs and testing forms that provide program data for evaluator
- Administers quarterly individualized outreach worker progress reports from contact log and testing forms turned in by outreach workers

Training and Collaboration:

- Coordinates training and support for all outreach workers, including the planning and implementation of at least one in-person training event each year
- Coordinates and plans biannual Coalition meetings
- Acts as program liaison between MAC, MTAP Coalition, outreach workers, and CDC
- Acts as liaison with the State Health Department and the Statewide Community Planning Group

Quality Assurance and Technical Assistance:

- Oversees all rapid HIV testing at MTAP sites, including annual quality assurance inspections of sites, and monthly organization and filing of all sites' testing records
- Conducts annual site visits with all outreach workers and site supervisors
- Coordinates technical assistance for program sites as needed
- Administers MTAP sites' Cooperative Agreements

Preferred Qualifications:

- Master's Degree in Public Administration, Communications, or related field; Bachelor's degree accepted with equivalent experience
- Minimum three years experience coordinating programs, coalitions, or collaborative projects
- Excellent communication skills
- Familiarity with health-related prevention methods
- Willingness to travel around Montana to MTAP sites located in: Kalispell, Browning, Great Falls, Fort Peck, Billings, Bozeman, Butte, and Missoula
- Experience planning and implementing training events, developing meeting agendas, and facilitating meetings/events
- Ability to identify program needs and adjust program implementation methods accordingly
- Familiarity with federal grant budgeting and reporting methods
- Experience writing or developing federal grant applications
- Comfort level with the program's target populations (men who have sex with men and injection drug users)

Submission Requirements:

For priority consideration, please submit a cover letter, resume, and 3 professional references no later than 5 P.M. on June 15, 2007 to:

MTAP Program Coordinator Search Committee
Missoula AIDS Council
500 N. Higgins Ave., Suite 100
Missoula, MT 59802

Emailed submissions may be sent to pcmtap@centric.net and will be accepted until the deadline. Applications received after the deadline will be considered on a rolling basis if the job is not yet filled. Applying on or before the deadline, however, will guarantee consideration.

Timeframe:

The MTAP Coalition seeks to hire a Program Coordinator who can begin work by July 1, 2007 so that the departing P.C. can provide at least 2 weeks of on-site training.